

## **Child Care Coordinator Checklist**

- Recruit another experienced person to help you with the details.
- Gather a team of child care providers. Be sure they have completed the required "Safe Environment" training needed to volunteer with children at your parish.
- Create a registration form for parents with children, including space to record food and other allergies.
- Work with the Logistics Coordinator and Hospitality Coordinator in your planning.
- Plan activities to do with the children.
- Create drop-off and pick-up policies for authorized parents and guardians.
- Leave the facility as you found it each week.